

## SHIP CHANGE DOCUMENT (SCD) SUBMISSION CHECKLIST

*To avoid the need for rework and potential administrative delays during the Technical Assessment, Alteration Figure of Merit (AFOM), or Cost-Benefit Analysis (CBA) portions of the SHIPMAIN Entitled Process, it is important to ensure that all portions of the SCD and Cost-Structure Worksheet (CSW) are completed correctly and accurately.*

*BEFORE selecting the "SUBMIT" button, has the Submitter:*

☐ **All Phases:**

- ☐ **Provided a description of the proposed ship change. If known provide referenced to supporting documentation (including Initial Capability or Capability Design) documents, Fleet programs (such as the Cumbersome Work Practices (CWP), Capital Investment for Labor (CIL), Engineering for Reduced Maintenance (ERM) or the Troubled Systems Process (TSP), etc.).**

**Note:** The description should allow the ship change to stand on its own. In Phase I it is not expected that all the details are available. Only include items that you know or anticipate to be available.

- ☐ **Clearly defined the impact to the Fleet if the SCD is not recommended for inclusion in the Modernization Plan?**
- ☐ **Provided sufficient information, including references such as test reports, etc. for the level of improvement that the ship change will provide in order to allow the TYCOM(s) to correctly assign the correct AFOM Rating Scale values to the SCD?**

**Note:** Do not attempt to create this information if you do not have it. Phase I only requires information that is known.

- ☐ **Provided/selected names for PARM, TYCOM and Technical POCs? These can be marked TBD for submittal. However, it is better to fill them in if known.**
- ☐ **Correctly selected the appropriate Naval Capabilities in the AFOM section of the SCD?**
  - ☐ **For ship changes that are envisioned to provide a sustainment of current capability, have the associated capabilities been selected and has sufficient reliability, maintainability, operational**

availability, logistics supportability benefit etc. been provided in the description and/or have references or links been articulated?

- For ship changes that provide training capability, have the associated capabilities or capability been annotated (e.g. the training system provides a capability to "train like we fight")?
- If the ship change is an HM&E alteration, is a capability under SEA BASE selected as a default?
- **Cost Benefit Analysis (CBA) CSW:**
  - Are the entries provided in thousands of dollars?
  - Do the dollar totals for each fiscal year in Section I (Investment Section) match the dollar totals in each fiscal year for Section II (Appropriation Section)?
    - Do Sections I and II Cumulative Totals match?
  - Does Section II contain ALL mandatory Appropriations, Budget Line Item (BLI), Program Element (PE) and Major Claimant information?
  - Does the sum total number of units installed on ship and shore match the Total Production Units (TPU) in Section 4 (Fielding Plan)?
  - Did error messages appear during the completion of the CSW that were ignored or deleted? If so, recheck the entries.
- **Phase II:**
  - Provide the information that you have and that has been developed during the preliminary engineering. If you don't know an item or it not applicable do not "make it up".
  - If there is a non-permanent change required, has all the information been provided?
  - Are all known conjunctive and other related ship changes identified?
  - Are there any differences in installation applicability from Phase I?
  - Was an ESWBS number included rather than "unknown"?
- **Phase IIA/III:**
  - Were all Phase II checklist issues above addressed?
  - Are all Certifications (ILS, Computer Program, etc.) at system and integrated levels, ILS, HSI and safety considerations identified/quantified?
  - Were all unique specifications identified?

- **Are distributed systems impacts quantified in detail to support installation and check-out?**
- **See general CBA CSW questions. Are all procurement/installation cost requirements; including any installing activity support costs identified?**
- **Have all sustainment/life cycle costs and funding been identified e.g. is "total cost" visible to the Decision Board?**